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## PROJECT OPERATIONS SOP #1

SUBJECT: Admittance of Personnel to the Project Operations  
Control Center

1. Purpose: To establish control procedures for the admittance of personnel into the Project Operations Control Center, designed to insure maximum security within the Control Center and "Restricted Area" defined in paragraph 2 below.

2. Definitions:

a. Project Operations Control Center: All of that area comprised of Rooms 522, 526, 630, 638, 642, 550, 554, 558 and 562. (See inclosure 1, Floor Plan for Project Operations Control Center.)

b. "Restricted Area": That area within the Control Center comprised of Rooms 554, 558 and 562, the Projection Room and ante-room to the Projection Room (see inclosure 1, areas labeled D, E, K).

3. Responsibilities:

a. General: It will be the personal responsibility of all personnel assigned to duties within the Operations Control Center, or authorized access to the Control Center, to be familiar with and insure strict adherence to the provisions of this SOP.

## b. Specific:

(1) The officer designated as Special Intelligence Officer will be responsible for making periodic checks on the effectiveness of the security measures established herein and for recommending revisions to established procedures as circumstances warrant.

(2) The Senior Controller on duty will be responsible for maintaining a receptionist at the entrance to the Control Center (room 538 at all times during normal working hours.

(3) The receptionist will be responsible for:

(a) Admitting to the Control Center and "Restricted Area" only those personnel who are authorized access in accordance with the provisions of paragraph 4b, c and d below.

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(b) Insuring that electric gates remain closed at all times until electrically opened by herself to permit passage of authorized persons.

(c) Issuing visitors identification badges as indicated in access list in accordance with paragraph 5 below.

4. Procedures:

a. Access to the Control Center will be through the Reception Room (538) only. All other means of ingress or egress will be secured at all times in a manner approved by the Chief, Special Intelligence Security Branch, OCI.

b. Admittance to the Control Center will be restricted to those personnel who have been authorized access by the Project Director of Operations and possessing clearances concurred in by the AD/CI. A card file of such personnel, compiled under the supervision of the Special Intelligence Officer, will be maintained at the receptionist's desk for this purpose.

c. Admittance to the "Restricted Area" will be limited to those personnel whose names appear on the "Restricted Area" access list, compiled under the supervision of the Special Intelligence Officer, and signed by the Project Director of Operations.

d. Persons other than those referred to in paragraphs 4b and 4c above, who have occasion to visit the Control Center or "Restricted Area" on official business may do so only if escorted by an authorized member of the Operations Staff after certification by the escorting staff member that the area to be visited has no sensitive information exposed. The escort will also be responsible for seeing that no sensitive information is exposed or discussed while the visitor is within the area, and he will remain with the visitor at all times until the visitor departs the area on completion of his business therein.

e. In all instances when personnel assigned to the Control Center are working with SI or SENSINT information in any part of the Control Center outside of the "Restricted Area", the receptionist will be advised and access to the Control Center will not be granted to any person whose name does not appear on the "Restricted Area" Access List. To insure that unauthorized persons are not inadvertently permitted access to the Control Center during such periods, the following procedures will be observed:

(1) The person handling SI and/or SENSINT information will first determine that unauthorized persons are not already present in the Control Center.

(2) Before removing the SI or SENSINT information from the "Restricted Area", he will advise the receptionist that a "Security Area Red" condition exists.

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(3) The receptionist will turn a signal card (adapted for this purpose and prominently displayed on the wall of the reception room) so that the red side of the card is exposed.

(4) When the SI or SENSINT information has been returned to the "Restricted Area" the receptionist will be advised that the "Security Area Red" no longer exists. She will turn the signal card so that the green side of the card is exposed.

(5) To prevent confusion from arising as a result of a situation where two or more persons are working with SI or SENSINT information, outside the "Restricted Area" at the same time, the receptionist will also maintain a log in which she will write the name of the person or persons who advised her that a "Security Area Red" condition exists and the time that notification is made. When she is advised that the condition no longer exists, she will line out the name and record the time. In each instance, before exposing the green side of the signal card, she will ascertain that all names in the log have been lined out.

f. After normal working hours, in the absence of the receptionist, Operations staff personnel admitting visitors to the Control Center will fulfill all of the responsibilities of the receptionist as outlined in paragraph 3b (3) above.

#### 5. Identification Badges:

a. Agency identification badges of personnel authorized access to the Operations Control Center in accordance with paragraph 4b above will bear the area number 9 in the margin. All other personnel will require a project visitor's badge.

b. Visitors identification badges will indicate the degree of clearance possessed by the individual, in the following manner:

(1) All red badge indicates no clearance. Escort is required.

(2) Upper third of badge blue; lower two-thirds red indicates clearance for Project AQUATONE information only. Escort is required.

(3) Middle third of badge blue; upper and lower third red indicates SI clearance only. Escort is required.

(4) Upper two-thirds of badge blue; lower third red indicates clearance for Project and SI information. No admittance if area red because SENSINT is exposed.

(5) All blue badge indicates full clearance for Project information, SI information and SENSINT information. No escort required.

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c. Visitor's identification badges will be worn exposed while in the Control Center. Visitors will be advised of this requirement by the receptionist prior to entering the area.

d. If the visitor and his current clearances are not personally known to the receptionist she will not query visitors as to what clearances they then have in effect, but shall

(1) Ask that the persons clearances be vouched for by a member of the Operations section, or

(2) In the case of Project clearance call Project Security on extension  For SI clearance information during the day (0830 to 1700) call extension  but on Saturday, Sunday and holidays and at night call the SI Security Office extension  In the case of SENSITIVE clearances call

Colonel, USAF  
Director of Operations

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